

DRIVERS

hazmat motor carrier security self-assessment



Transportation
Security
Administration



MESSAGE TO HAZMAT MOTOR CARRIER DRIVERS

Everyone involved in the transportation of hazardous materials plays a role in the nation's security. Hazardous materials can pose a significant security threat should they fall into the wrong hands by theft, interception, detonation, or release of cargo. As a driver who transports placarded amounts of hazardous materials, you are required to implement your company's plan to address security risks related to the transportation of hazardous materials in accordance with 49 Code of Federal Regulations (CFR), Part 172, Subpart I. Since you are on the front line, you may be the first person to notice a suspicious situation while you are on the road.

This training program meets the U.S. Department of Transportation (DOT) security awareness training and security assessment requirements as defined in 49 CFR 172.704 (a)(4) and 49 CFR 172.802 respectively.

There are 16 questions in this booklet to help you assess your own security practices. After you answer each question, review all the security actions provided and apply those that will make your operation more secure.

DISCLAIMER: Most of the security actions provided in this booklet are voluntary and are not mandated by law. Use this information as guidelines for enhancing security of hazardous materials cargoes during transport.

PERSONNEL SECURITY



1. Does your employer offer you hazmat security awareness training?

☐ YES **Security Reminders**

- Good! Security awareness training is intended to raise your general awareness of risks associated with the transportation of hazardous materials and of the characteristics you need to recognize in order to spot suspicious individuals, vehicles, packages, and/or objects.
- Continue being alert and aware of any possible surveillance or pedestrian activity around your vehicle.
- Be sure that you are trained at least every 3 years, or within 90 days of a change in job function.

☐ NO **Security Actions**

- Your security awareness training should address how to recognize, respond to, and report suspicious individuals, vehicles, packages, and/or objects.
- Because you are a driver who transports hazardous materials, your employer should provide you with security awareness training within 90 days of employment, at least every 3 years, or within 90 days of a change in job function.

2. Does your employer offer you in-depth security training?

☐ YES **Security Reminders**

- Good! Continue to increase security during normal operations and in emergency situations by becoming familiar with, and operating within, all security and emergency preparedness procedures assigned to your work activity.
- To ensure the success of the security plan, review the company's security plan periodically and provide your employer with feedback concerning the company's security plan.

☐ NO **Security Actions**

- Your in-depth security training should include company security objectives, specific security procedures, and the company's organizational security structure. In addition, it must identify your responsibilities as a driver and provide you with actions to take in the event of a security breach as outlined in the company security plan.
- Be sure that you receive training regarding company procedures for the handling of sensitive security information (SSI) materials (49 CFR, Part 15).



UNAUTHORIZED ACCESS



3. Do you carry company photo identification?

☐ YES **Security Reminders**

- Good! Continue to have and display proper photo identification to access restricted areas and gain access to the facility and/or equipment. Make sure that you give back company identification cards and any other security materials when you leave the company.
- Carrying a second form of photo identification is a wise security measure; for example, carry a current Commercial Driver's License (CDL) with a Hazardous Materials Endorsement (HME).

☐ NO **Security Actions**

- Have and display proper company information, including company address, phone number, and a photo identification to shippers and receivers.
- Give back company identification cards and any security materials when you leave the company.
- Follow company procedure when confronting any unbadged individuals.

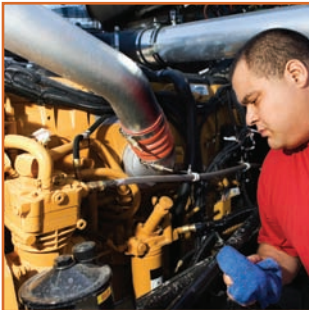
4. Do you conduct a pre-trip security inspection?

☐ YES **Security Reminders**

- Good! Continue to perform pre-trip security inspections to make sure that all access panels and doors are locked and that all seals remain intact and undamaged.
- Immediately report all suspicious activities and security incidents as specified in your security plan; for example, report such activities to your dispatcher or supervisor.

☐ NO **Security Actions**

- Perform thorough pre-trip security inspections of your tractor and trailer or truck.
- Ensure that all access panels and doors are locked and that seals are intact and undamaged.
- Be sure to look under the vehicle, for example under carriages, engine compartments, wheel wells, hose-tubes, or other accessible compartments to inspect for signs of tampering, sabotage, attached explosives, and other suspicious items.
- Immediately report all suspicious activities and security incidents as specified in your security plan; for example, report such activities to your dispatcher or supervisor.



EN ROUTE SECURITY



5. If there is a change in your pickup or delivery location, or in the commodity to be hauled, do you contact your dispatcher to make sure the changes are valid?

☐ YES **Security Reminders**

- Good! Continue verifying changes in pickup locations, the commodity to be hauled, and delivery locations.
- Immediately report all suspicious activities and security incidents as specified in your company's security plan.

☐ NO **Security Actions**

- Immediately contact your dispatcher (or appropriate company personnel) to verify changes in pick up locations, the commodity to be hauled, and changes in delivery locations.

6. Do you check that all documents match the load – shipping papers, package markings and labels, and placards?

☐ YES **Security Reminders**

- Good! Make sure that shipping papers are prepared in accordance with 49 CFR, Part 172, Subpart C.
- Ensure that packages loaded on your vehicle are marked and labeled in accordance with 49 CFR, Part 172, Subparts D and E.
- Ensure that your vehicle is placarded according to 49 CFR, Part 172, Subpart F.
- Immediately report all suspicious shipping papers, package markings and labels, and placards as specified in your company's security plan.

☐ NO **Security Actions**

- Because you are a hazmat driver, your employer must ensure that you know how to read shipping papers (49 CFR, Part 172, Subpart C).
- Do not transport hazardous materials unless the shipment is accompanied by a shipping paper prepared in accordance with 49 CFR, Part 172, Subpart C.
- Confirm that a valid emergency response telephone number is on the shipping papers.
- Observe the loading process whenever possible.
- Ensure that shipping papers, package markings and labels, and placards all match the hazmat cargo loaded.
- Immediately report all suspicious shipping papers, package markings and labels, and placards as specified in your company's security plan; for example, to your dispatcher or supervisor.



EN ROUTE SECURITY



7. Does your security awareness training explain how to detect suspicious or unauthorized persons watching or approaching your vehicle?

☐ YES **Security Reminders**

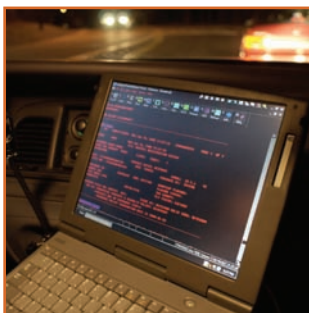
- Good! Security awareness training is intended to raise your general awareness of the characteristics associated with suspicious individuals, vehicles, packages, and/or objects.
- Continue being alert and aware of any possible surveillance or pedestrian activity around your vehicle.
- Immediately report all suspicious activities and security incidents as specified in your security plan; for example, report such activities to your dispatcher or supervisor.

NO Security Actions

- As a driver of hazardous materials, you should always be alert for unknown individuals approaching or watching your vehicle.
- Monitor and observe people, events, activities, and items around you and take careful note of irregular or suspicious behavior or happenings.
- When on duty, be on the look out for:
 - Unauthorized individuals trying to access restricted areas or equipment.
 - Individuals who appear nervous, agitated, or appear to be hiding something.
 - Individuals who appear to be conducting surveillance using a video camera or camera.
 - Individuals who show an unusual interest in the load your are hauling, routes traveled, or your destination.
 - Individuals without proper identification.
 - Individuals openly possessing a weapon and/or a dangerous item.
 - Individuals who abandon an item and leave the area quickly.
 - Unfamiliar vehicles parked where they don't belong.
 - Any vehicle that you suspect is following you.
 - Be suspicious of anyone asking you to stop.
 - Be suspicious of anyone asking about your load or destination.
- Immediately report all suspicious activities and security incidents as specified in your security plan; for example, report such activities to your dispatcher or supervisor.



EN ROUTE SECURITY



8. Has your company given you written procedures for reporting suspicious activities?

☐ YES **Security Reminders**

- Good! Remember, if you observe a security related incident or suspicious activity, follow your company's notification procedures; for example, immediately notify your dispatcher or supervisor.

☐ NO **Security Actions**

- Discuss with your security manager your company's security procedures for responding to and reporting suspicious individuals, vehicles, packages, and/or objects.
- If you observe suspicious activities, immediately notify your dispatcher or supervisor.
- Report as much information as possible including: (1) what is happening; (2) a description of the people or vehicles involved; and (3) the location of the activity.

9. Do you have methods for communicating with your dispatcher or **supervisor and emergency officials at all times?**

☐ YES **Security Reminders**

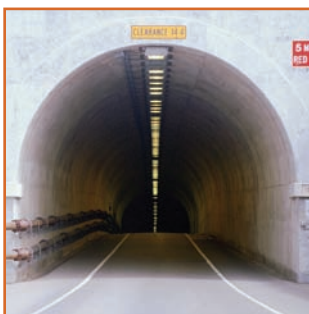
- Good! Continue to maintain communication with dispatch at all times while you are hauling hazardous materials.
- Perform regular testing and inspection of your communication devices.
- Have a back-up communication method in case your primary system does not work.
- Immediately report all suspicious activities and security incidents as specified in your company's security plan.

☐ NO **Security Actions**

- Ask your company's security manager for its communication plan and procedures.
- Make sure your communications equipment functions and that you know how to operate it. Communication equipment may include cell phones, radios, personal computers with email capabilities, global positioning systems (GPS), and panic buttons.
- Always test new equipment.
- Maintain communication with dispatch any time hazardous materials are in transit.



EN ROUTE SECURITY



10. Does your company provide preferred and alternative routing plans for **specific hazmat loads you haul?**

☐ YES **Security Reminders**

- Good! Routing may present a variety of security challenges, particularly where alternative approaches or passages are not feasible or available.
- Continue to follow preferred and alternative routing procedures established by your company.
- Immediately report all suspicious activities and security incidents along your route as specified in your company's security plan.

☐ NO **Security Actions**

- Your company may identify preferred and alternative routing for certain hazardous materials, including acceptable deviations and times for pick up and delivery.
- Strive to minimize product exposures to communities or highly populated areas, including downtown areas. Avoid tunnels and bridges where possible (see 49 CFR, Part 397, Subparts C and D).
- Ensure that you receive and carry written route plans (per 49 CFR, Part 397, Subparts C and D) for Highway Route Controlled Quantities (HRCQ) of radioactive materials and Divisions 1.1, 1.2, and 1.3 explosives.



11. Do you minimize delays when hauling hazardous materials?

☐ YES **Security Reminders**

- Good! Continue to minimize security risks during the transportation of hazardous materials by expediting shipments to the final destinations.

☐ NO **Security Actions**

- Minimize delays or stops when hauling hazardous materials in accordance with 49 CFR, Part 177, Subpart A.
- Take reasonable steps to securely deliver the load within the maximum hours of service permitted or use driver teams.
- Notify dispatch of any delays that may impact the timely delivery of the shipment.
- Be aware of the security risks involved in helping disabled vehicles or motorists.
- Immediately report all suspicious activities and security incidents as specified in your security plan; for example, report such activities to your dispatcher or supervisor.

12. Do you avoid releasing security information?

☐ YES **Security Reminders**

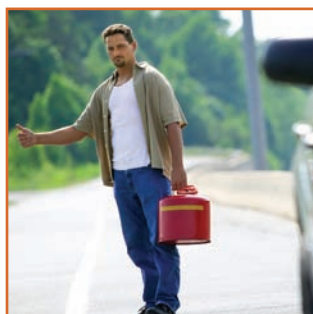
- Good! Hazmat drivers can be exploited for their information. Keeping the confidence of shipping information is a matter of security. Continue to minimize risks during the transportation of hazardous materials by not discussing your cargo, destination, or trip specifics with people you don't know; for example, in person, on a cellular phone, or over your CB radio.

☐ NO **Security Actions**

- Take reasonable steps to safeguard your company's security plan from unauthorized disclosure as specified in 49 CFR, Part 15.
- Do not discuss details of your load, your destinations, the routes you are traveling, or any trip specifics with any person not in direct contact with the shipment.
- Always avoid communicating this type of information on any "open channel" such as a CB radio.



EN ROUTE SECURITY



13. When stops are necessary, do you choose secure locations?

☐ YES **Security Reminders**

- Good! Continue minimizing the possibility of theft of material, sabotage, or hijackings by taking all the necessary actions to secure your vehicle.
- Immediately report all suspicious activities and security incidents as specified in your company's security plan.

☐ NO **Security Actions**

- Follow the attendance and surveillance rule for Divisions 1.1, 1.2, and 1.3 explosives (per 49 CFR, Part 397, Subpart A) at all times when you are the driver of a motor vehicle hauling those loads.
- Avoid stops and layovers, particularly for highly hazardous materials.
- Do not stop in unsafe or high-crime areas.
- Select locations with adequate lighting on well-traveled roads.
- Follow parking instructions for all locations including those away from the terminal.

14. Do you take actions to prevent cargo theft?

☐ YES **Security Reminders**

- Good! Continue to use anti-theft devices and tamper-proof or tamper-evident seals to minimize the possibility of theft of the hazmat cargo from your vehicle.
- Immediately report all suspicious activities as specified in your company's security plan.

☐ NO **Security Actions**

- Implement established guidelines to secure equipment and avoid hijackings or stolen cargo.
- Avoid being boxed in while in traffic.
- Use numbered seals on compartment openings, tamper-proof locks, or kingpin locks provided by your employer.
- Lock the steering column, set all parking brakes, remove the keys, and lock the vehicle when you are not moving; use an engine kill switch or starting control systems.
- Lock your vehicle when it is parked, and avoid casual conversations with strangers about cargoes and routes.
- Use tractor and trailer brake locking devices.
- Unless it is specifically authorized in writing, drivers should not use their trucks or tractors to transport any person, or permit any person to be transported in them, in accordance with 49 CFR, Part 392, Subpart G.
- Be aware of the security risks involved in helping disabled vehicles or motorists.
- Immediately report all suspicious activities as specified in your company's security plan.



EN ROUTE SECURITY



15. Do you perform en route security inspections of your vehicle and load at every change of duty or after each stop?

☐ YES **Security Reminders**

- Good! Continue to perform security inspections to make sure that all access panels and doors are locked and seals remain intact and undamaged.
- Immediately report all suspicious activities and security incidents as specified in your company's security plan.

☐ NO **Security Actions**

- Follow company inspection procedures. For example, perform a "walk around" inspection of the tractor and trailer or truck before departures and after stops.
- Search under carriages, engine compartments, wheel wells, hose-tubes, or other accessible compartments to inspect for signs of tampering, sabotage, attached explosives, and other suspicious items.
- Immediately report all suspicious activities and security incidents as specified in your company's security plan.



16. Do you know company procedures for securing hazardous materials cargo during en route breakdowns or emergencies?

☐ YES **Security Reminders**

- Good! Review your company's procedures periodically to ensure that you are able to implement the appropriate security actions during breakdowns on the road or in an emergency.
- Provide your company with feedback concerning the en route breakdown or emergency procedures.
- Immediately report all suspicious activities and security incidents as specified in your company's security plan.

☐ NO **Security Actions**

- Discuss with your security manager your company's security and emergency response plans to ensure your personal safety and avoid hijackings or stolen cargo.
- Participate in all security and emergency preparedness training including drills and exercises so that you are able to carry out your responsibilities during a breakdown or an emergency.
- Keep an emergency contact list with you at all times.
- Know your company's procedures for using on-board advanced technology, such as a global positioning system (GPS), remote vehicle-disabling devices, or panic buttons.
- Notify dispatch of any delays that may impact the timely delivery of the shipment.
- Stop in secure locations if possible.
- Immediately report all suspicious activities and security incidents as specified in your company's security plan.



HELPFUL CONTACT INFORMATION

United States Department of Homeland Security
Transportation Security Administration (TSA)

To report suspicious activities of highway incidents involving hazardous materials, call the Transportation Security Operations Center (TSOC) at **(703) 563-3240**.

601 South 12th Street
Arlington, VA 22202
Email: TSOC.ST@dhs.gov

Highway Watch®

Highway Watch® is administered by the American Trucking Association (ATA) and accepts calls from Highway Watch® members regarding suspicious activities at **1-866-821-3444**. The Highway Watch® call center will immediately contact local law enforcement and direct potential security threats to the Highway Information Sharing and Analysis Center (ISAC).

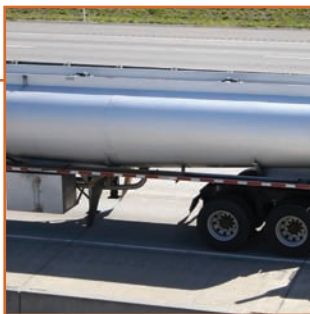
2200 Mill Road
Alexandria, VA 22314-9972
<http://www.highwaywatch.com/>

United States Department of Transportation
Pipeline and Hazardous Materials Safety Administration (PHMSA)

To obtain answers to questions on the Hazardous Materials Regulations (49 CFR Parts 100-185); to request copies of Federal Register publications or copies of DOT special permits or letters of interpretation; to request copies of DOT training materials, such as Placarding Chart or information packages; and to leave a voice mail message concerning a question on the HMR (messages will be returned within 24 hours), contact the PHMSA Hazardous Materials Info-Line **1-800-467-4922**.

1200 New Jersey Avenue, SE
East Building, 2nd Floor, PHH-10
Washington D.C. 20590-0001

IN AN EMERGENCY, DIAL **911** IMMEDIATELY.



United States Department of Transportation
Federal Motor Carrier Safety Administration (FMCSA)

To order copies of the "Guide to Developing an Effective Security Plan for the Highway Transportation of Hazardous Materials," contact FMCSA at **1-800-832-5660**.

1200 New Jersey Avenue, SE
East Building, 2nd Floor, PHH-10
Washington D.C. 20590-0001

Federal Bureau of Investigation (FBI)

To report suspicious activities or security threats, call the FBI at **(202) 324-3000** or **1-800-225-5324**.

935 Pennsylvania Avenue, NW
Washington, D.C. 20535-0001
<http://www.fbi.gov/>

Your Local FBI Office:

(_ _ _) _ _ _ - _ _ _ _

U.S. Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

Contact the ATF regarding terrorism, violent crime, or any other crime involving firearms and explosives, acts of arson, and illegal trafficking of alcohol and tobacco products at **1-800-800-3855**.

1401 H. Street NW, Suite 900
Washington, DC 20226
<http://www.atf.gov/>



HELPFUL CONTACT INFORMATION

Department of Health and Human Services Centers for Disease Control and Prevention (CDC)

CDC provides a system of health surveillance to monitor and prevent disease outbreaks including bioterrorism, implements disease prevention strategies, and maintains national health statistics. To report a health emergency, contact CDC at the CDC public response hotline at **1-888-246-2675** (English), **1-888-246-2857** (Español), or **1-866-874-2646** (TTY).

1600 Clifton Road
Atlanta, GA 30333
<http://www.cdc.gov>

United States Nuclear Regulatory Commission (NRC)

To report any accident involving a nuclear reactor, nuclear fuel facility, or radioactive materials; lost or damaged radioactive materials; or any threat, theft, smuggling, vandalism, or terrorist activity involving a nuclear facility or radioactive materials, contact NRC's 24-hour operations center at **(301) 816-5100**.

U.S. Nuclear Regulatory Commission
Office of Public Affairs (OPA)
Washington, D.C. 20555
<http://www.nrc.gov/>

Environmental Protection Agency (EPA) National Response Center

The National Response Center is the federal government's national communications center, which is staffed 24 hours a day by U.S. Coast Guard officers and marine science technicians. The NRC receives all reports of releases involving hazardous substances and oil that trigger the federal notification requirements under several laws. Contact the NRC at **1-800-424-8802** or contact the EPA directly at **(202) 272-0167** or **(202) 272-0165** (TTY).

Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
<http://www.epa.gov>

ADDITIONAL CONTACTS

CONTACT NAME: _____

TELEPHONE NUMBER: _____

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INCIDENT INFORMATION

VEHICLE ID (MAKE, MODEL, COLOR, PLATE, NUMBER)

PERSON ID

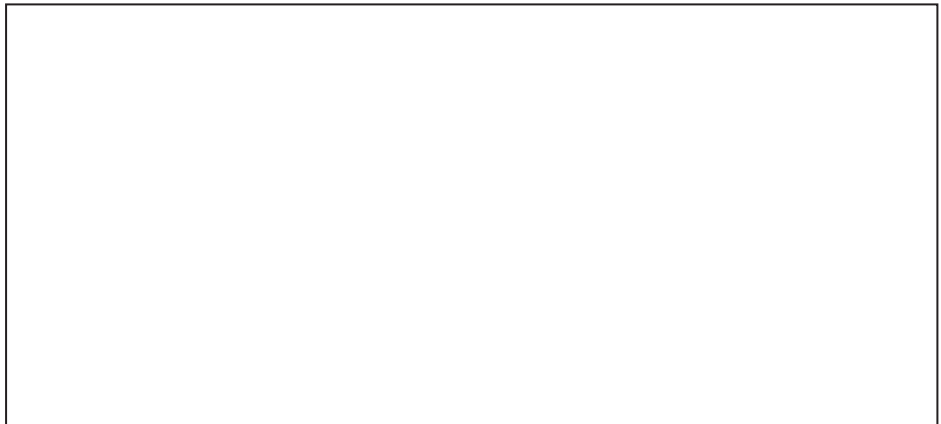
ACTIVITY OBSERVED

LOCATION

TIME OF DAY

TIME I REPORTED INCIDENT

DRAW INCIDENT DIAGRAM HERE:



INCIDENT INFORMATION

VEHICLE ID (MAKE, MODEL, COLOR, PLATE, NUMBER)

PERSON ID

ACTIVITY OBSERVED

LOCATION

TIME OF DAY

TIME I REPORTED INCIDENT

DRAW INCIDENT DIAGRAM HERE:



Transportation Security Administration

SECURITY ASSESSMENT COMPLETION

You have now completed a written security assessment of your company operations. Ensure that your supervisor keeps a copy of this security self-assessment on file. The results can be used to enhance the security of your hazardous material shipment during transport as specified in 49 CFR 172.800.

COMPANY NAME

EMPLOYEE NAME

TITLE

DATE COMPLETED

SIGNATURE

Access the program and download the training materials on the TSA web site at **http://www.tsa.gov/what_we_do/tsnm/highways.shtm**.

Order the training CD by e-mail at **highwaysecurity@dhs.gov**. Please specify that you would like to receive the “Hazmat Motor Carrier Security Self-Assessment Training” on CD-ROM. There is no charge for moderate quantities.

CONTACT INFORMATION

Use the Contact Information Card found below as a quick reference.

Simply,

- Print
- Add local contact information; and
- Laminate for company personnel.



CONTACT INFORMATION CARD

United States Department of Homeland Security
Transportation Security Administration
TSA: (703) 563-3240

Highway Watch®
(866) 821-3444

United States Department of Transportation
Pipeline and Hazardous Materials Safety
Administration
PHMSA: (800) 467-4922

United States Department of Transportation
Federal Motor Carrier Safety Administration
FMCSA: (800) 832-5660

Federal Bureau of Investigation
FBI: (800) 225-5324

U.S. Department of Justice Bureau of Alcohol,
Tobacco, Firearms and Explosives
ATF: (800) 800-3855

Department of Health and Human Services
Centers for Disease Control and Prevention
CDC: (888) 246-2675 (English)
CDC: (888) 246-2857 (Español)

United States Nuclear Regulatory Commission
NRC: (301) 816-5100

Environmental Protection Agency
National Response Center
EPA: (800) 424-8802

IN CASE OF EMERGENCY DIAL 911

Additional Contacts



Transportation Security Administration

U.S. Department of Homeland Security
Transportation Security Administration

601 South 12th Street, TSA-28
Arlington, Virginia 22202-4220
Website: www.tsa.gov